

12 May 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

ATTENTION : Chief, Management Staff

SUBJECT : Organizational Change in T/O for Inspector General's Staff

1. The following revised Table of Organization for the Inspector General's Staff is submitted for your approval.

25X1C

Inspector General  
Admin Officer/Ass't to IG  
Admin Officer/Ass't to IG  
Admin Officer/Ass't to IG

Administrative Officer  
Administrative Assistant  
Secretary  
Secretary  
Clerk/Stenographer  
Mail and File Clerk

2. Justification for the increase in the T/O of this Staff is based on the necessity of having a larger organization to cover the multiplicity of activities of the Central Intelligence Agency. It is believed that a small staff of high level experienced personnel can adequately accomplish the missions of this office.

Wm B. Kirkpatrick  
Inspector General

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OFFICE OR STAFF		OFFICE CODE	APPROVAL DATE	CONTROL NUMBER	PAGE	OF	PAGES
OFFICE OF THE DIRECTOR		A	21 June 1954	582			
DELETIONS				ADDITIONS			
ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION NUMBER	CD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION NUMBER	CD
<u>INSPECTOR GENERALS STAFF</u>  Delete all positions				<u>INSPECTOR GENERALS STAFF</u>  Inspector General Deputy IG Adm Of-Asst to IG Adm Of-Asst to IG Adm Of-Asst to IG Adm Of-Asst to IG Adm Of-Asst to IG Adm Officer Adm Assistant Secretary (Steno) Secretary (Steno) Secretary (Steno) Secretary (Steno) Clerk Steno Info Control Clk			
25X1C				25X1C			
Expansion of the T/O of the Inspector General's Staff by [redacted] positions and [redacted] personnel ceiling slots (transferred from the Director's Reserve) was approved by the DCI on 21 June 1954. (ER-5-5764)							
NEW OFFICE TOTALS				APPROVAL			
T/O Strength [redacted] 25X9A2				THE T/O CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS [redacted]			
				TITLE ef, Class. & Wage Div.			